

# The Request Type You Select Matters!

- Selecting the wrong request type may be cause for denial.
- Certain request types require additional information that the Judge needs.
- Certain request types automatically trigger actions in WCAIS.
- Some request types generate for the Judge, Judge Manager, or Judge Secretary.

To ensure you are using the correct Request type, follow the guidelines below:

- **Conference Call Request:** To request a conference call (not a hearing) with the Judge.
- **Continuance Request:** To postpone or cancel a scheduled hearing or mediation.
- **Interpreter Request:** To request an interpreter for a scheduled hearing or mediation.
- **Judge Reassignment:** To request reassignment of a Dispute to another Judge (both the Judge and the Judge Manager must approve reassignment).
- **Miscellaneous Request:** To submit a request which doesn't fall into any other category.
- **Motion to Quash a Subpoena:** To request that a subpoena which has been issued not be enforced.
- **Objection Request:** To object to something in the Dispute, such as the scheduling of a deposition rather than live testimony by the witness.
- **Recusal Request:** To request the assigned Judge recuse from the Dispute.
- **Request a Hearing:** To request that a hearing be scheduled, for example, a C&R hearing.
- **Voluntary Mediation:** To request that a mediation be scheduled. This request can also be submitted on Claims without Disputes or without Disputes in litigation (Claim Summary, Disputes tab).
- **Withdrawal Petition Request:** To request that a petition be withdrawn. This is not a request to withdraw your appearance. Withdrawing appearance can be done by the attorney in WCAIS if there are no Disputes in litigation. If there are Disputes in litigation, a Miscellaneous Request must be submitted to seek permission from the assigned Judge.